**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: SNAP NW Staff Meeting

Date: 12/19/23

Time: 17:00-19:00

Location: Arlington

Date of Next Meeting: Jan 2024

Attendance: Christina, Kristine, Bethany, Allison, Heather

Absent: Jaime, Kim, Rebecca (updated individually)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* Group meals

 *Discussion:*  Low cost/easy prep meal ideas, participant dietary restrictions

 *Outcome, Actions, Timeframe:* Ongoing

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* Pending List

 *Discussion:* All staff made aware of outstanding items

 *Outcome, Actions, Timeframe:* Checklist must be cleared prior to first group January 9th

 *Sub-topic*: Training

 *Discussion*: Next facilitator training will be Jan 17th/18th virtual, 23rd-25th in person (location not yet announced); a SNAP “refresher” will be available in Bridge soon; additional Network trainings to be announced for April

 *Outcome, Actions, Timeframe*: ongoing

 *Sub*-*topic:* Staffing

 *Discussion*: Actively seeking full time qualified Case Manager

 *Outcome,Actions, Timeframe*: ongoing

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Incident Reports

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Facilitator goal sheets; SNAP Team Goal

 *Discussion:* All staff completed review of competency guide/checklist and created individual goals for upcoming cycle. Our team goal is to become comfortable with implementation of new materials in our first group cycle.

 *Outcome, Actions, Timeframe:* Review of individual facilitator goal sheets and team goal will be incorporated into prebrief/debrief each week. Competency checklists will be completed for all staff following first joint session (week 6-7).

*2. Sub-topic:* Accessibility Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

 *Discussion:* Referrals are increasing as we continue to build relationships with schools and community partners*,* including new referrals from our SIS classrooms. Child interviews and assessments are being conducted at school whenever possible to allow for additional exposure and networking with school staff.

#  *Outcome, Actions, Timeframe:* Ongoing.

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* Equipment updates for upcoming group

 *Discussion:* Supervisor is actively working with IT on additional laptops for possible hybrid services; additional cameras to be installed for security purposes and fidelity monitoring.

 *Outcome, Actions, Timeframe:* Ongoing

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* SNAP skills/Review of new materials

 *Discussion:* Review and discussion of planned ignoring/praise strategies; Q&A; mock group role plays highlighting competency skills

 *Outcome, Actions, Timeframe:* ongoing

 *Sub-*topic: SNAP in Schools

 *Discussion:* We are on track to exceed our SIS contract with 3 Wednesday classrooms at Hart 2 Hart Academy. Jaime and Bethany to assist/observe as available starting in late January (school resumes on 1/3/24). We will offer “mini sessions” as outreach at other schools later this spring to begin building next year’s contract in advance.

**VII. Other Business:**

*1. Sub-topic:* Contract numbers

 *Discussion:* In order to meet contract numbers (25 families), we will be running 4 groups as soon as possible. Staffing and availability discussed for Mon-Thur groups, plan in place to for rolling start dates in late January/early February to serve all age ranges this spring with 5-7 participants per group (Saturday group is an option in late spring/early summer if needed).

 *Outcome, Actions, Timeframe:* ongoing

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Leigh Kassem |  | 12/20/23 |

 Name Date